

REGISTER OF DEEDS

Statement Of Purpose

The Catawba County Register of Deeds will be the custodian of all records of real estate, vital records, military discharges, and the certification of notary publics for the citizens of the County. This includes providing the public with accurate and expedient documentation as needed.

Outcomes

1. Provide timely, courteous, and accurate services to the public by:
 - a. Recording 100% of real estate documents the same day received;
 - b. Recording 98% of vital records the same day they are received;
 - c. Responding to 98% of all vital records requests (marriage license, birth and death certificates) received by mail and in person within the same day.
2. Improve customer service to the public and reduce the amount of in office research time required to obtain copies of needed records by implementing the following technologies by June 30, 2007:
 - a. Providing online access to all real estate images through 1980;
 - b. Providing limited information on vital records such as name and date of birth, marriage or death online through 2000;
 - c. Providing scanned uncertified copies of vital records (birth, marriage and death certificates) back to 2000 on self-service in-house terminals.

Register of Deeds

Organization: 160050

	2004/05 Actual	2005/06 Current	2006/07 Requested	2006/07 Approved	Percent Change
Revenue					
Real Estate Excise	\$669,946	\$500,000	\$550,000	\$550,000	10%
Charges & Fees	783,820	813,000	813,025	813,025	0%
Miscellaneous	210,880	189,000	189,500	189,500	0%
General Fund	(1,127,816)	(860,502)	(911,715)	(868,595)	1%
Total	\$536,830	\$641,498	\$640,810	\$683,930	7%
Expenses					
Personal Services	\$458,490	\$492,858	\$507,130	\$507,130	3%
Supplies & Operations	78,340	90,540	98,535	176,800	95%
Capital	0	58,100	35,145	0	0%
Total	\$536,830	\$641,498	\$640,810	\$683,930	7%
Employees					
Permanent	10.00	10.00	10.00	10.00	0%
Hourly	0.60	0.60	0.60	0.60	0%
Total	10.60	10.60	10.60	10.60	0%

Significant Changes:

Ten percent (10%) of the total revenues collected for Marriage Licenses, Recording of Legal Instruments, UCC Filing Fees, and Miscellaneous Revenues are recorded in the Register of Deeds Automation and Preservation Fund. The remaining 90% stays in the General Fund. This was effective January 1, 2002, when House Bill 1073 was approved by the General Assembly.

The budget includes fund to continue updates to equipment in the Register of Deeds office and for the imaging and indexing of real estate records to make them available online. By the end of the fiscal year images will be available back to 1980.